



Working With Us Policy

Board motion number:

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Board Chair's signature: _____

Purpose:

The purpose of this policy is to provide staff, community members and partners with guidance on the appropriate use of community/library resources and spaces; and to articulate the decision-making processes that govern partnership arrangements.

Background:

The library values community groups and organizations who deliver arts, educational, cultural and neighbourhood programs, events and services that benefit Orangeville residents.

The Orangeville Public Library is committed to maintaining productive and respectful relationships with our community groups and organizations in the delivery of such programs through various partnership arrangements.

As opportunities arise the intent is to provide a structure to allow for **experimentation with new concepts and innovative program ideas** to meet the changing dynamics of developing and delivering modern library services.

Definitions:

1. **Programs** - According to the Ministry of Tourism Culture and Sport (MTCS); the definition for the purposes of Annual Survey Data: **Program** is a formal (i.e., planned and scheduled) presentation or activity offered by the library, and presented or operated by library staff, or by another person or persons whom the library has arranged to operate the program, to a group of library users.

Locally, in compliance with MTCS **Programs** are defined as; any group activity offered to the public that library staff, or another resource person, coordinate, plan and/or present. Programs provide information, invite public discussion, encourage curiosity, spark creativity, and foster a love of literacy and lifelong learning.

2. **Program Tiers** – to guide development and classify the current inventory of program offerings. (Reference – Program Framework)

- **Core** – traditional and/or recurring programs that specifically meet the need for foundational literacy and development.
- **Knowledge & Engagement** – programs that are lifestyle, education and theme based.
- **Critical** – top priority for future development. Identified gaps in offerings, ever changing needs of the community.

3. **Types of Program Development**

- **Library Managed** – An event or program that is developed and offered by library staff.
- **Co-Planned Programs** are activities that take place in library spaces that are offered by partners. Generally, the library provides its space at no cost and the partner offers a program at no cost. The partner can brand the program, but they work with library staff to ensure it gets promoted by the library/town and those relevant resources are identified when appropriate.

4. **Partner** is defined as a community group or organization whose mission aligns with the Town of Orangeville Public Library strategic directions and goals. Generally, the library partners with not-for-profit organizations and governmental entities.

However, the library will also partner with neighbourhood/grassroots groups, community champions, special interest, and service groups and in some circumstances commercial for-profit organizations.

5. **Partnership** is defined as working collaborations in which each party commits resources and assumes some risk in a proposed venture:

- a mutually beneficial collaboration between the library and an external organization(s). Partner contributions provide support for and/or promote activities, services, collection materials, events and programs to the public in ways that are mutually beneficial.

6. **Outcome** - An outcome is a specific benefit that results from a program or service designed to help participants change their knowledge, skills, attitudes, behavior, or awareness.

7. **Meeting Space** – A part of a library/town building that can be used to hold meetings, programs, and special events. (i.e., program room lower level Mill Street Library, community living room).

8. **Target Age Groups** – Library programs target people of all ages and backgrounds. We focus on early literacy supporting school readiness, children, teens, as well as adults of all ages.

9. **Liability Insurance** – Insurance is required for all programs taking place in library premises and is purchased by the library annually. If there are activities for which additional insurance is necessary, we will discuss and require the organizers to provide that insurance and proof in advance (with both the library and the Town of Orangeville named on the certificate).

10. **Pre-registration** - Where possible we offer programs that do not require pre-registration; this is generally preferred as it can create a barrier to participation and creates administrative overhead. We recognize in some circumstances pre-registration is required. When partners want to handle registration themselves this should be pre-negotiated.

Program Initiation:

Initiation of new or enhanced Partnership Programs

1. Program ideas are proposed both internally (by library staff) or externally (by an existing or potential partner).
2. Program proposals will be accepted and reviewed on a predetermined schedule

Principles of program development:

1. Preference for Co-Planned Programs

The library will seek aligned organizations serving Orangeville to provide additional low and no-cost learning opportunities in our spaces. We are seeking to work with organizations and community champions that are looking to create mutual benefits and share our reciprocal approach to levels of commitment.

2. Challenging Thinking

Sometimes advancing our understanding can be uncomfortable. The library is committed to learning with the community as we review and develop programs from an Equity, Diversity, and Inclusion perspective. (see EDI policy)

- Addressing systemic and institutional bias.
- Liaising with marginalized groups/groups that have historically experienced discrimination.
- The library may present programs that some individuals find controversial. Holding a program does not indicate an endorsement of its contents by the Orangeville Public Library, but rather is an affirmation of

the principle of intellectual freedom as embodied in the Canadian Federation of Library Associations Statement on Intellectual Freedom.

3. **Covering Gaps in Community Needs** (Critical Tier)

Our programming looks to fill in gaps that exist in our community. When those gaps are addressed elsewhere, we focus on new needs. To assess if a program is filling a need, the library looks to multiple points of information to evaluate the alignment with our mission. These include evidence of attendance and participation in existing programs; when reliable research or information indicates a gap in general public knowledge or awareness of an issue that impacts our health, mutual understanding, security or prosperity; we also consider recommendations from residents and other organizations.

4. **Forms of Literacy prioritized in the Program Framework**

All programs will support at least one of the forms of literacy:

Forms of Literacies			
1	Civic	7	Intercultural
2	Digital	8	Informational
3	Emotional	9	Media
4	Environmental	10	Physical
5	Foundational	11	Visual
6	Financial		

Partnerships

Reasons to Engage

Partnerships are becoming increasingly important and prevalent in community programming. Partnerships allow for greater efficiency by sharing resources and optimizing use of existing facilities/programming capacity and reducing service duplication and costs.

The library is committed to working with aligned individuals and organizations to create a greater number of opportunities for the community to come together to Connect, Discover and Soar. There are three (3) core reasons to engage in partnerships:

1. **Extend** and **enhance** programs and services in sustainable ways.
2. **Support** the library in broad-based initiatives that advance our strategic directions to connect the community, create opportunities to discover, and to

soar to new heights. Adding to the economic, social and cultural richness of our community.

3. **Enhance coordination** and reduce overlap in effort **between agencies**.

The Library will seek and initiate partnership opportunities with both internal and external entities that are progressive and responsive to the community, to deliver high-quality programs and services.

Preference for Co-Planned Programs

The Library encourages partners and potential partners to work with us on co-planned programs. For those who want to work with us, we can offer:

- Access to vibrant space with a broad, active membership base
- A strong network of promotion including online and print
- A wide range of staff expertise and knowledge
- Access to research materials both in print and digital formats
- Where appropriate, OPL Staff can provide programs for partner organizations in their spaces

In return for the Library providing access to spaces and promotion of the contributing partner, we are looking for a willingness to agree to co-develop programs that include criteria such as:

1. **Advanced planning** that enables both organizations to efficiently use their resources to organize and promote activities.
2. **Shared program planning** consistent with the agreed mandate, including promoting awareness of relevant free resources available at the Library or through other community agencies. Clear lines of communication defined with spokesperson identified for media contacts.
3. **Shared evaluation** plan that ensures both organizations can effectively track agreed to measures and assessing outcomes and impact where practical.

Criteria for Engaging in Partnerships

The following criteria direct how the library approaches partnerships and related activities. Not all criteria will apply in every case, however, they will be used to inform decision making. Priority will be given to organizations and initiatives that meet multiple criteria from the following list:

Quick reference/evaluation of partnership Eligibility:

1. Aligns with the Library's core **Values** and shares common goals or objectives
2. Clear focus to at least one recognized **form of literacy**
3. Demonstrated commitment to **collaboration** and **shared planning**
4. Demonstrated commitment to **ongoing evaluation** and **continuous improvement**.

5. Demonstrated commitment to collective impact and long-term strategies

Partnership Levels

The nature of partnerships varies greatly by both definition and complexity. As such, some partnerships should be supported by formal written agreements that identify each party's position in relation to resource commitments and risks. Other types of arrangements can be managed through more casual agreements.

As the library seeks to build community and create opportunities for people to learn, the following three levels of partnership are defined with corresponding appropriate levels of agreement.

